

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Supervisory U.S. Probation Officer - Supervision Unit
Announcement #:	17-PO-01
Appointment Type:	Full-time; permanent
Duty Station:	Charleston, WV
Starting Salary:	CL 29/30 (\$67,537 – \$129,754 per year) <i>Starting salary is based on current salary, education, experience and qualifications.</i>
Promotion Potential:	Up to CL 30 without further competition
Opening Date:	October 19, 2016
Closing Date:	Open until filled. Priority consideration is given to those who apply by November 1, 2016.
Open To:	All qualified applicants

The Supervisory Probation Officer performs supervisory work related to the full range of probation officer duties. The Supervisory Probation Officer primarily directs probation officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent also supervises certain technical and support staff.

Representative Duties:

- Supervise professional probation officers, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably.
- Monitor time and attendance and evaluate and approve leave requests in HRMIS Leave Tracking.
- Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff.
- Make recommendations regarding new hires, personnel actions, and terminations.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies.

- Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Serve on the management team. Assist senior management with strategic planning, policy and procedure development/implementation/interpretation, staff planning, and resource allocation.
- Perform any or all duties of a probation officer, including investigating and/or supervising offenders/defendants.

Qualifications:

- To qualify for a position as a Supervisory U.S. Probation Officer the applicant must have at least five years of specialized experience with at least one year at CL-28. For placement at CL-30, at least one year of the specialized experience must be at CL-29.
- Qualified applicants must possess a bachelor's degree from an accredited college or university in a related field of study.
- Specialized experience must be earned after the bachelor's degree is granted. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, parole, criminal investigations, probation and/or pretrial programs.
- Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, **does not** meet the requirements of specialized experience.
- Knowledge and expertise relevant to supervision is required.
- A successful candidate will also possess the following: Broad knowledge of the criminal justice system particularly as it relates to federal probation policies and procedures. Skill in investigative and supervision techniques. Knowledge of supervisory and employee management principles. Ability to effectively represent the probation office among work groups and between the court and external organizations. Proficiency in problem solving, troubleshooting, and identifying alternative solutions. Make timely and effective decisions. Strong leadership and interpersonal skills. Skill in proofreading of documents for content, spelling, grammar, punctuation, style, and correct legal citation formats, etc. Ability to organize and work under deadlines. Skill in counseling and training individuals. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Ability to take initiative and work independently with minimal supervision. Adapt to and effectively use available technology.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. The final candidate must submit to a background investigation, which includes fingerprinting, a credit check, and a full field background investigation, by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

Application Process:

Qualified applicants are invited to submit: 1) a cover letter outlining their qualifications and 2) a detailed résumé including education and previous employment to, Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov referencing **Vacancy #17-PO-01**. To receive priority consideration application materials must be received by the close of business **November 1, 2016**. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States Probation Office is an equal opportunity employer and values diversity in the work place.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
